

COMDTINST 5510.22

2 SEP 1998

COMMANDANT INSTRUCTION 5510.22

Subj: ORIGINAL CLASSIFICATION AUTHORITY

Ref: (a) 49 CFR PART 8
(b) CLASSIFIED INFORMATION MANAGEMENT PROGRAM, COMDTINST M5510.21 (SERIES)

1. PURPOSE. To provide policies, standards, and procedures to original classification authorities within the U.S. Coast Guard.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel and special staff offices at Headquarters shall ensure compliance with the provisions of this directive.
3. DISCUSSION.
 - a. Executive Order 12958 confers upon the Secretary of Transportation the authority to originally classify information as SECRET or CONFIDENTIAL with further authorization to delegate this authority.
 - b. In reference (a), the Secretary of Transportation has delegated authority to originally classify information as SECRET or CONFIDENTIAL to the Commandant and the Assistant Commandant for Operations. Although these delegations of authority are expressed in terms of positions, the authority is personal and is vested only in the individual occupying the position. This authority may not be exercised "by direction of" a designated official. The formal appointment or assignment of an individual to the position or a designation in writing to act in the absence of the official conveys the authority to originally classify information.

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	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A																										
B		5	10		1								2	10				5						2		
C																										
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NON-STANDARD DISTRIBUTION:

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- c. Authority to originally classify information as TOP SECRET has not been delegated. All original classification decisions involving TOP SECRET will be processed through the Office of the Secretary of Transportation.

4. PROCEDURES.

- a. In making a decision to originally classify information, the original classification authority shall:
 - (1) Determine that the information is owned by, produced by or for, or is under the control of the U.S. Government;
 - (2) Determine that the information falls within one or more of the categories of information listed in paragraph 4.b. below;
 - (3) Determine that the unauthorized disclosure of the information could be expected to result in damage to the national security and be able to identify or describe the damage;
 - (4) Select the appropriate level of classification to be applied to the information, based on a judgment as to the degree of damage that could be caused by unauthorized disclosure;
 - (5) Determine the appropriate declassification instructions to be applied to the information; and
 - (6) Communicate the classification decision as required by paragraph 4.j. below.
- b. Information may be considered for classification only if it concerns one of the following:
 - (1) Military plans, weapon systems, or operations;
 - (2) Foreign government information;
 - (3) Intelligence activities (including special activities), intelligence sources or methods, or cryptology;
 - (4) Foreign relations or foreign activities of the United States, including confidential sources;
 - (5) Scientific, technological, or economic matters relating to the national security;
 - (6) United States Government programs for safeguarding nuclear materials or facilities, or;

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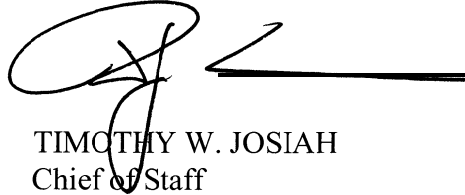
- (7) Vulnerabilities or capabilities of systems, installations, projects, or plans relating to the national security
- c. The original classification authority must determine that, if classification is applied or reapplied, there is a reasonable possibility that the information can be provided protection from unauthorized disclosure.
 - d. The decision to apply classification involves two sub-elements, both of which require the application of reasoned judgment on the part of the classifier. The first is the determination that the unauthorized disclosure of the information could reasonably be expected to cause damage to the national security of the United States, and that the damage can be identified or described. It is not necessary for the original classifier to produce a written description of the damage at the time of classification, but the classifier must be prepared to do so if the information becomes the subject of a classification challenge, a request for mandatory review for declassification, or a request for release under the Freedom of Information Act. The second step in the decision is to determine the probable operational, technological and resource impact of classification. If there is significant doubt about the need to classify information, it shall not be classified.
 - e. Enclosure (1) of this instruction is an original classification decision process chart that may be helpful in determining whether or not to originally classify information.
 - f. The original classifier, again using reasoned judgment, must determine which level of classification to be applied. If there is significant doubt about the appropriate level of classification, the information shall be classified at the lower level.
 - (1) Secret shall be applied to information the unauthorized disclosure of which reasonably could be expected to cause serious damage to the national security that the original classification authority is able to identify or describe.
 - (2) Confidential shall be applied to information the unauthorized disclosure of which reasonably could be expected to cause damage to the national security that the original classification authority is able to identify or describe.
 - g. At the time of original classification, the original classifier must make a decision about the length of time that the information shall require the protection of security classification. It is best to use a date or event for declassification that corresponds to the lapse of the information's national security sensitivity, but not longer than 10 years from the date of original classification. Use a declassification instruction that will result in the shortest duration of classification.
 - h. When a specific date or event is not apparent, use a declassification date that is 10 years from the date of the original classification.

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- i. The original classification authority may extend the declassification date beyond 10 years if a specific exemption is specified. Mark extended information as follows:
 - (1) X1 – Reveal an intelligence source, method, or activity, or a cryptologic system or activity.
 - (2) X2 – Reveal information that would assist in the development or use of weapons of mass destruction.
 - (3) X3 – Reveal information that would impair the development or use of technology within an U. S. weapons system.
 - (4) X4 – Reveal U. S. military plans, or national security emergency preparedness plans.
 - (5) X5 – Reveal foreign government information.
 - (6) X6 – Damage relations between the U. S. and a foreign government, reveal a confidential source, or seriously undermine diplomatic activities that are reasonably expected to be ongoing for a period greater than 10 years.
 - (7) X7 – Impair the ability of responsible U.S. Government officials to protect the President, Vice President, and other individuals for whom protection services, in the interest of national security, are authorized.
 - (8) X8 – Violate a statute, treaty, or international agreement.
- j. An original classification authority that makes a decision to originally classify information is responsible for ensuring the decision is effectively communicated to persons who will be in possession of the information. This may be accomplished by issuing a classification guide or by ensuring that a document is properly marked to reflect the decision. Marking of original classified documents is contained in enclosure (2) to this instruction.

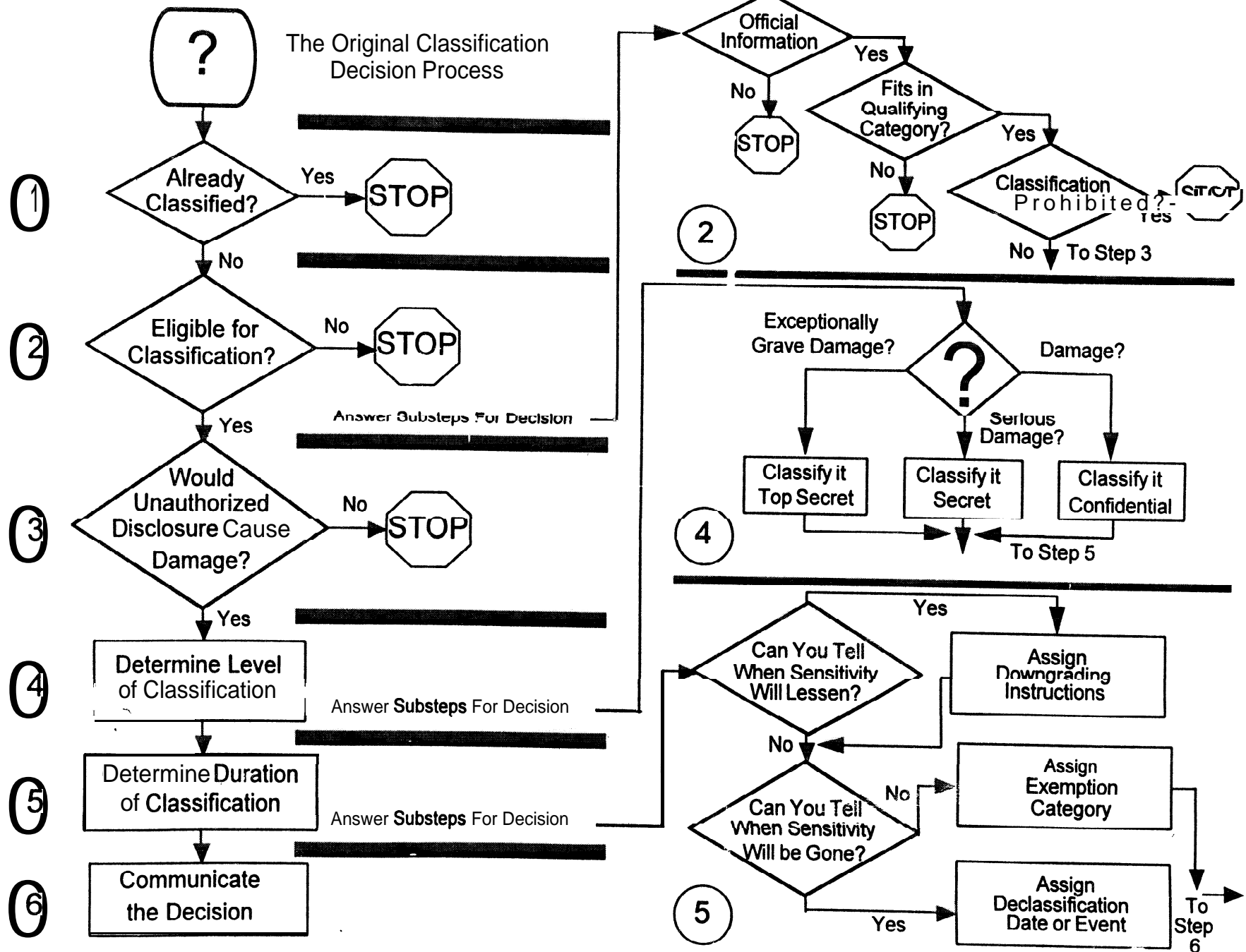
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- ≤. REQUESTS FOR CHANGES. Units **and** individuals may recommend changes by writing via the chain of command to Commandant (G-WKS-5), U.S. Coast Guard Headquarters, Washington, D.C. 20593-0001.



TIMOTHY W. JOSIAH
Chief of Staff

- Encl (1) Original Classification Decision Process Chart
(2) Marking Guide for Originally classified information



MARKING ORIGINALLY CLASSIFIED DOCUMENTS

1. This is an example of a document that an original classifier has determined requires protection. It contains essential markings, Including:

- Protection marking
- Overall classification
- A “Classified by” line to include the identity, by name or personal identifier, and position of the original classifier
- A reason for classification
- A “Declassify on” line which shall indicate one of the following:
 - (1) the date or event for declassification not to exceed 10 years
 - (2) The date that is 10 years from the date of the original decision
 - (3) An authorized and applicable exemption category(ies)

SECRET	
DEPARTMENT OF GOOD WORKS Washington, D.C. 20006	
April 15, 1998	
MEMORANDUM FOR THE DIRECTOR	
From: David Smith, Chief Division 5	
To: Distribution	
Subj: (U) Funding Problems	
1	(U) This is paragraph 1 and contains unclassified information. Therefore, this portion will be marked with the designation “U” in parentheses
2	(S) This is paragraph 2 and contains “Secret” information. Therefore, this portion will be marked with the designation “S” in parentheses
3	(C) This is paragraph 3 and contains “Confidential” information. Therefore, this portion will be marked with the designation “C” in parentheses
Classified by: David Smith, Chief, Division 5 Department of Good Works Office of Administration	
Reason: Military Plans	
Declassify on: December 31, 2000	
SECRET	

2. This is the same document before the markings were applied. This section will retrace the steps that are necessary to mark an originally classified document.

Portion Markings

The First Step in the marking process is to identify the classification level of each portion. A portion is ordinarily defined as a paragraph. Subjects and titles are also treated as portions. Only in this way can the overall classification level be determined. The three paragraphs of this sample document contain unclassified, “Secret,” and “Confidential” information, respectively. Portion Markings consist of the letters “(U)” for unclassified, “(C)” for “Confidential,” “(S)” for “Secret,” and “(TS)” for “Top Secret.” These abbreviations, in parentheses, are placed before the portion to which they apply. Portion mark as illustrated in this example.

DEPARTMENT OF GOOD WORKS Washington, D.C. 20006	
April 15, 1998	
MEMORANDUM FOR THE DIRECTOR	
From: David Smith, Chief Division 5	
To: Distribution	
Subj: Funding Problems	
1	This is paragraph 1 and contains unclassified information. Therefore, this portion will be marked with the designation “U” in parentheses
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Overall Classification Marking

The second step is to determine the overall classification of the document. The overall classification level of information contained in the document. In this example the highest classification is “Secret,” found in paragraph two. Conspicuously place the overall classification at the top and bottom of the page, as shown here.

If the document contains more than one page, place the overall marking at the top and bottom of the outside of the front cover, on the title page, on the first page, and on the outside of the back cover.

Mark other internal pages either with the overall classification or with a marking indicating the highest classification level of information contained on that page.

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SECRET

“Classified by” Line

The next step is to identify the original classification authority. Identify the classification authority on the “Classified by” line, as shown here, by name or personal identifier, and position.

If the identification of the originating agency or office is not apparent on the face of the document, place it below the “Classified by” line.

Classified by:	David Smith, Chief, Division 5 Department of Good Works Office of Administration
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“Reason for Classification” Line

The fourth step is to cite the reason(s) for the decision to classify. Place, at a minimum, a brief reference to the pertinent classification category(ies), found in paragraph 4.b. of COMDTINST M5510.1.

Reason:	Military Plans
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“Declassify on” Line

The last essential marking indicates the duration of classification. Place this on the “Declassify on” line. Choose one of the following three declassification instructions, selecting, whenever possible, the declassification instruction that will result in the shortest duration of classification.

- (1) Date of Event: When possible, apply a date or event for declassification that corresponds to the lapse of the information’s national security sensitivity. The date or event shall not exceed 10 years from the date of the original classification.
- (2) Ten Year Duration: When a specific date or event cannot be determined, apply the date that is 10 years from the date of the original classification.

- (3) Exemptions From Ten Year Declassification: If the original classifier determines that the information is exempted from declassification at ten years, apply the letter "X" plus the number that corresponds to that exemption from the categories listed in paragraph 4.i. of COMDTINST M5510.1.

Declassify on: December 31, 2000
Or
Declassify on: X6

Having completed these steps, here again is the document properly marked

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